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(DRAFT)

INSTRUCTION NO.
LI 20-580-1

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PERSONNEL
Draft Date 13 May 1957

SUBJECT: Logistics Promotion Program

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1. GENERAL

Regulation [REDACTED] establishes a competitive promotion program within Career Service areas. This Instruction establishes policy and procedures for implementing this program as it relates to the promotion of Logistics Designees.

2. PROMOTION OF WAGE BOARD EMPLOYEES AND GS EMPLOYEES 1 THROUGH 6

Chiefs of Divisions or Staffs, or Chiefs of Field Stations are responsible for initiating promotion requests for Wage Board employees and GS employees one through six, by completing Request for Personnel Action (SF-52) in accordance with [REDACTED], and forwarding such, via channels, to the Logistics Personnel Office for appropriate review and action. Recommendations for promotion will be initiated and reviewed on the basis of a competitive evaluation of employees' performance, qualifications, length of service, acceptance of Career Staff obligations and value to the Agency. Promotion requests for Wage Board employees and GS employees in grades one through six are not to be initiated unless appropriate slots exist into which the employees can be promoted.

3. PROMOTION OF EMPLOYEES TO SUPERGRADE POSITIONS

For policy concerning the promotion of employees to supergrade positions, see [REDACTED]

4. PROMOTION OF GS-7 THROUGH GS-14 EMPLOYEES

a. Establishment of Number and Grades of Promotions Available

Periodically, the Director of Personnel will provide the Office of Logistics with its Career Service Staffing Authorization. In general, the CSSA will establish the number of promotions, by grade, available for use by the Logistics Career Service to promote selected employees.

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b. Selection of Employees who are to be Recommended for Promotion

(1) Compilation of Eligibility Promotion Lists

- (a) As requested by the Logistics Career Board, the Logistics Personnel Office will review the records of all eligible employees (those who have completed the minimum time-in-grade period), and in accordance with the Point Rating System (see paragraph f below), rank them in numerical order. These lists will be known as the Eligibility Promotion Lists. A separate list will be prepared for each grade, GS-7 through GS-14, every six months. The Eligibility Promotion Lists will be utilized by the Logistics Career Board as a guide.
- (b) Eligibility Promotion Lists and point ratings assigned individual employees will be maintained by the Logistics Personnel Office on an EYES ONLY basis.

(2) Compilation of Recommended Promotion Lists

- (a) The Logistics Career Board will review each Eligibility Promotion List and rank those employees in numerical order who in the opinion of the Board merit promotion. These lists will be known as the Recommended Promotion Lists and will include a minimum of ten and a maximum of fifteen names.
- (b) If appropriate slots are not available into which employees, whose names appear on the Recommended Promotion List, can be promoted, the Board will indicate by an asterisk those employees who are to be considered for Personal Rank Assignments (see paragraph 4d).
- (c) The selection of employees for inclusion on the Recommended Promotion Lists will be made on the basis of a competitive evaluation of the employees' potential to the Agency. In general, employees' potential to the Agency may be based upon such factors as: their relative rank on the Eligibility Promotion List; an evaluation of their work performance; variety of assignments they have held; quantitative and qualitative evaluation of their formal education combined with other training completed; their ability to present logical ideas orally or in writing; their ability to maintain satisfactory relationships with others; their supervisory or executive ability; their technical knowledge of one or more phases of logistics; their willingness to accept their career staff obligations; the degree of drive which they possess; their receptiveness to supervisory control and guidance; etc.

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- (d) The Recommended Promotion Lists will be forwarded to the Head of the Logistics Career Service for approval or disapproval, together with a recommendation as to the number of promotions to be effected.

c. Action by the Head of the Logistics Career Service

- (1) The Head of the Logistics Career Service will review the Recommended Promotion Lists, together with the number of promotions recommended to be utilized as submitted to him by the Logistics Career Board. Based upon a competitive evaluation of an employee's potential to the Agency, he will select the number and names of employees who, in his opinion, merit promotion.
- (2) In selecting and recommending employees for promotion, the Head of the Logistics Career Service is responsible for ensuring that each employee recommended for promotion is utilized in a position of proper grade upon promotion or upon completion of a Personal Rank Assignment; and ensuring that the grade and occupational structure of the Logistics Career Service does not exceed the Career Staffing Authorization made available to the Office of Logistics by the Office of Personnel.

d. Personal Rank Assignments

- (1) Normally, an employee will not be promoted to a grade higher than the grade of the position to which he is to be assigned.
- (2) In those few instances where it is determined that an employee should be promoted to a grade that exceeds the grade of the position to which he is assigned, such promotions will be known as Personal Rank Assignments and will be recommended by the Logistics Career Board when the following conditions exist:
 - (a) Justification for the recommendation is based upon one of the following reasons:
 - 1. To enable an employee to be competitively promoted and complete a specific tour or assignment in a position of grade lower than his grade after promotion;
 - 2. An employee is the only qualified individual available for assignment to a position which must be filled immediately;
 - 3. The employee possesses such unusual background, contacts, or qualifications for a particular position that his assignment is essential to an Agency program;

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4. An employee's service record and qualifications clearly predict satisfactory performance in a position of his grade, and staffing plans provide for the filling of such a position in the near future, but no appropriate assignment of proper grade is currently available;

5. To permit an employee to obtain specific experience essential to the planned future utilization of his services.

(b) The duration of the recommended Personal Rank Assignment is specified.

(c) Reasonable expectation exists that at such time as the duration of the Personal Rank Assignment expires, an appropriate vacancy (possessing the grade of the employee) will exist into which the employee can be immediately reassigned.

e. Processing of Promotion Actions

(1) The Head of the Logistics Career Service will advise the appropriate Chief of Division or Staff, or Chief of an Area Division (in the instance of field employees) wherein the employee is assigned, that he is considering promoting the employee.

(2) The Chief of an Office of Logistics Division or Staff, or a Chief of an Area Division will:

(a) Prepare SF-52, Request for Personnel Action, in accordance with [REDACTED] and submit such to the Logistics Personnel Office. Promotion requests requiring Personal Rank Assignments will include a statement (see para. 4d above) of the reason for the Personal Rank Assignment and its probable duration. All Personal Rank Assignments must have the concurrence of the Head of the Logistics Career Service; or

(b) Recommend to the Head of the Logistics Career Service that the proposed promotion not be effected and provide appropriate reasons why not. In this event, the Head of the Logistics Career Service will give due consideration to recommendations as to the timing of a promotion or that a proposed promotion not be effected.

(3) The Logistics Personnel Office will review the Proposed Promotion Request (SF-52) in order to assure that it has been prepared and processed in accordance with established policies and procedures, and forward it to the Office of Personnel for review and action.

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Employees will be evaluated and ranked in numerical order in accordance with the total number of points accrued through the following eight factors:

(1) Evaluation of Performance

In computing points for this factor, all Fitness Reports, reflecting the past two-year period, will be considered and averaged into a point value. However, Fitness Reports during this two-year period at a lower grade than the employee now holds will not be considered. Points will be awarded as follows:

<u>Evaluation</u>	<u>No. of Points</u>
Does not perform duties adequately; is incompetent . . .	0
Barely adequate in performance; although has had specific guidance or training, often fails to carry out responsibilities	0
Performs most duties acceptably; occasionally reveals some area of weakness	5
Performs duties in a competent, effective manner . . .	10
A fine performance: Carries out many responsibilities exceptionally well	15
Performs duties in such an outstanding manner: is equaled by few other persons known to the supervisor .	20

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In computing points for this factor, all Fitness Reports reflecting the past two-year period will be considered and averaged into a point value. However, Fitness Reports during this two-year period at a lower grade than the employee now holds will not be considered. Points will be awarded as follows:

<u>Evaluation</u>	<u>No. of Points</u>
Already above the level at which satisfactory performance can be expected	0
Has reached the highest level at which satisfactory performance can be expected	0
Making progress, but needs more time before being trained to assume greater responsibilities	0
Ready for training in assuming greater responsibilities	5
Will probably adjust quickly to more responsible duties without further training	10
Already assuming more responsibilities than expected at his present level	15
An exceptional person who is one of the few who should be considered for early assumption of higher level responsibilities	20

(3) Evaluation of Total CIA Work Experience

In computing points for this factor, employees will be given one twelfth of a point for each month employed by the Agency or its predecessor Agencies (i.e., Coordinator of Information; Office of Strategic Services; War Department, Strategic Services Unit; and Central Intelligence Group). No credit will be given for service prior to 14 July 1941.

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In computing Points for this factor, employees will be given points commensurate with that grade, or its equivalent, at which they entered on duty with the Agency.

<u>Grade Entered on Duty</u>	<u>No. of Points</u>
GS-1 through GS-2 or equivalent	1
GS-6 or equivalent	2
GS-7 or equivalent	3
GS-8 or equivalent	4
GS-9 or equivalent	5
GS-10 or equivalent	6
GS-11 or equivalent	7
GS-12 or equivalent	8
GS-13 or equivalent	9
GS-14 or equivalent	10

(5) Evaluation of Time in Present Grade

In computing points for this factor, employees will be given points commensurate with the time they have been in their present grade while employees of the CIA. No credit will be given for time in excess of five years.

<u>Time in Grade</u>	<u>No. of Points</u>
6 to 12 Months	1
12 Months to 2 Years	2
2 to 3 Years	4
3 to 4 Years	7
4 to 5 Years	10

(6) Evaluation of Overseas CIA Service Completed

- (a) In recognition that completion of overseas service represents an accumulation of highly regarded Agency experience and, in addition, reflects the fulfillment by the employee of his Career Staff obligation, point credits will be given for the satisfactory completion of overseas service. No credit will be allowed in instances wherein service completed was evaluated as unsatisfactory on Fitness Reports

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covering such periods of time. In computing overseas service, credit will also be given for TTY time and time in a Contract Employee Status overseas. A maximum of fifteen points will be given on the basis of one point for each six months of total time accumulated.

- (b) It is recognized that some Logistics employees, who desire to serve overseas, have not had an opportunity for such; some, because of their grades or qualifications, are not eligible for overseas assignment; and some, because of physical disabilities or compassionate reasons, have not been able to accept overseas assignments. These factors will be given prime consideration by the Logistics Career Board at such time as they review the Eligibility Promotion Lists.

(7) Evaluation of Formal Education Completed

In computing points for this factor, employees will be given points commensurate with the amount of formal education which they have satisfactorily completed in an accredited college, university, high school, or their equivalent. A maximum of ten points will be given on the basis of one point for each college year (i.e. satisfactory completion of thirty credit hours or its equivalent) completed, two points for each degree received, and one point for possession of a high school diploma.

(8) Evaluation of CIA Training Courses Completed

- (a) In computing points for this factor, credit will be given for internal CIA courses and courses taken under CIA sponsorship in external colleges, universities, technical schools or their equivalent. Credit will not be given for on-the-job type training, courses wherein an employee received an unsatisfactory grade or did not fully complete the course, and courses which concern knowledges, skills, or subjects not specifically required by the Office of Logistics. A maximum of ten points will be awarded as follows:

Internal CIA Courses: one tenth of a point for each twenty to forty classroom hours of work.

External Courses sponsored by the CIA: one tenth of a point for each twenty to forty classroom hours; or two tenths of a point for each three credit hours of college or equivalent work completed.

Naval Freight Transportation School, 9 months: 2 points
National War College, 10 months: 2 points
Army War College, 10 months: 2 points
Industrial College of the Armed Forces: 2 points

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Approved For Release 2001/08/10 : CIA-RDP78-04718A002400130028-3

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- (b) The following is a partial list of recommended courses for Logistics designees:

Technical Courses

<u>Name of Course and Duration</u>	<u>Sponsor</u>
Logistics Support Course - 6 weeks	DDS/OL
Logistics Supervisory Tr. - 6 hours	"
Procurement Support Program - 8 hours	"
War Planning - 3 weeks	DDS/OTR
Language Training (in CIA) - 6 months	"
Language Training (out of CIA) - 6 mos.	External
Armed Forces Packaging Course - 3 weeks	Defense
Material Handling & Packaging - 3 weeks	Navy
Army Logistics Mgt. Center Courses:	
1 to 3-week courses	Army
3 to 12-week courses	"
Contract Negotiators' Training - 3 weeks	Navy
IBM Procedures - 30-45 hours	External
Special courses relating to Ordnance, Printing & Reproduction, Packing & Crating, Supply, Transportation, Procurement, Real Estate, Construction, etc.	External

General Agency Courses

Operations Course - 16 weeks	DDS/OTR
Operations Familiarization - 6 weeks	"
Operations Support Course - 5 weeks	"
Glandestine Services Review - 3 weeks	"
Intelligence Orientation - 3 weeks	"
Administrative Procedures - 2 weeks	"

Management Courses

Basic Supervision - 40 hours	DDS/OTR
Basic Management - 40 hours	"
Effective Writing - 20 hours	"
Writing Workshop - 27 hours	"
Effective Speaking - 12 hours	"
Conference Leadership - 12 hours	"
Reading Improvement - 30 hours	"
Reading Analysis - 6 hours	"
Instructional Techniques - 40 hours	"

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